Taylor & Francis eBooks Online User Guide

Get instant access to over 50,000 eBooks

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Psychology Press Taylor & Francis Group
Focal Press Taylor & Francis Group
Taylor & Francis Group an informa business

Contents

This guide explains the key features of the Taylor & Francis eBooks site:

- Navigate more easily to the content you want with filtered search
- Get the most out of the site by saving searches and creating your personal reading list

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Getting started:
Institutional Registration

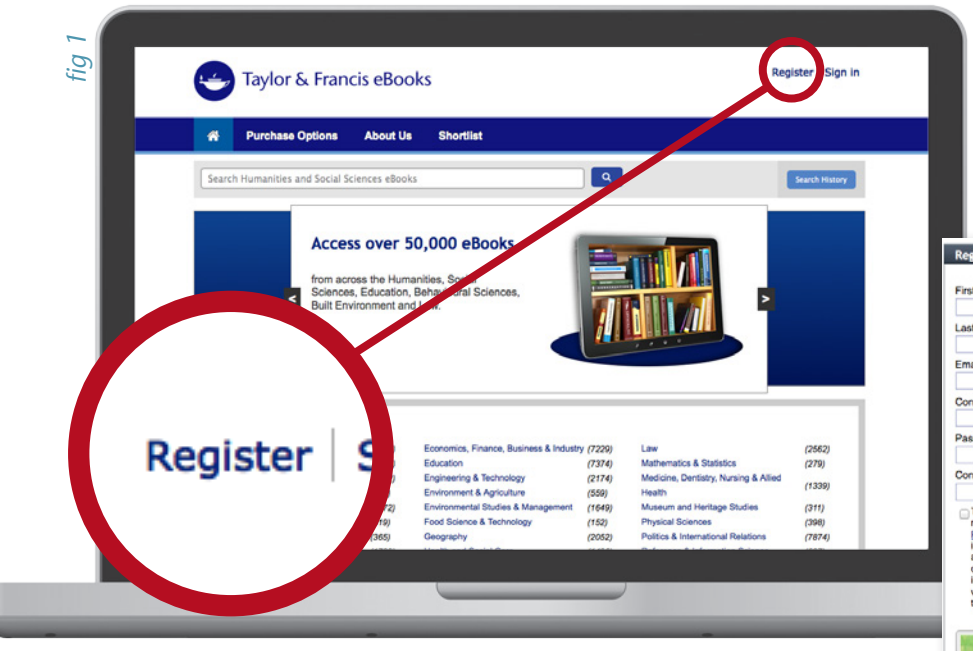
Users will have instant access to the site via their institutional log-in, which will grant authentication through IP recognition, Shibboleth or OpenAthens.

Getting started:
Personal Registration

Some functions, such as the personal reading list, are unique to the user. Simply complete a personal registration to get started and make use of these.

To create a username and password, the user first needs to register on the platform, as below.

fig 1



First, select 'Register' from the top-left navigation bar (fig 1).

Then, complete the form (fig 2, below) and click 'Register'.

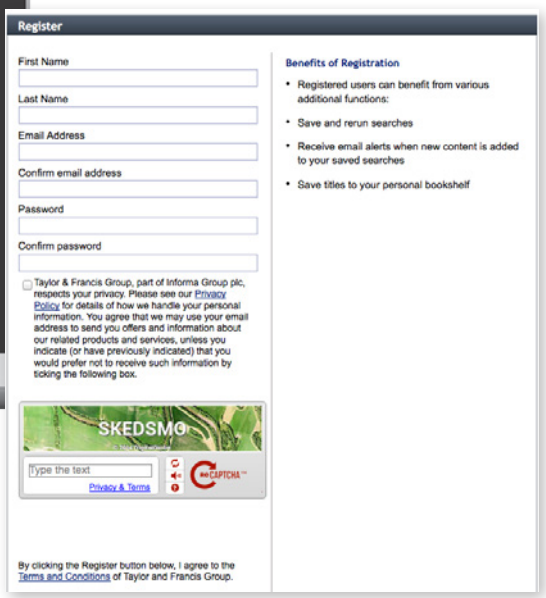
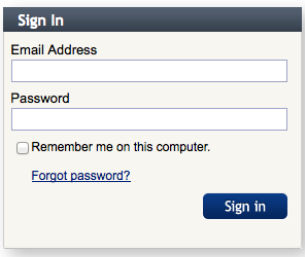

Register
First Name
Last Name
Email Address
Confirm email address
Password
Confirm password
Benefits of Registration
Registered users can benefit from various additional functions:
Save and rerun searches
Receive email alerts when new content is added to your saved searches
Save titles to your personal bookshelf
SKEDSMO
Type the text
Privacy & Terms
By clicking the Register button below, I agree to the Terms and Conditions of Taylor and Francis Group.

fig 2

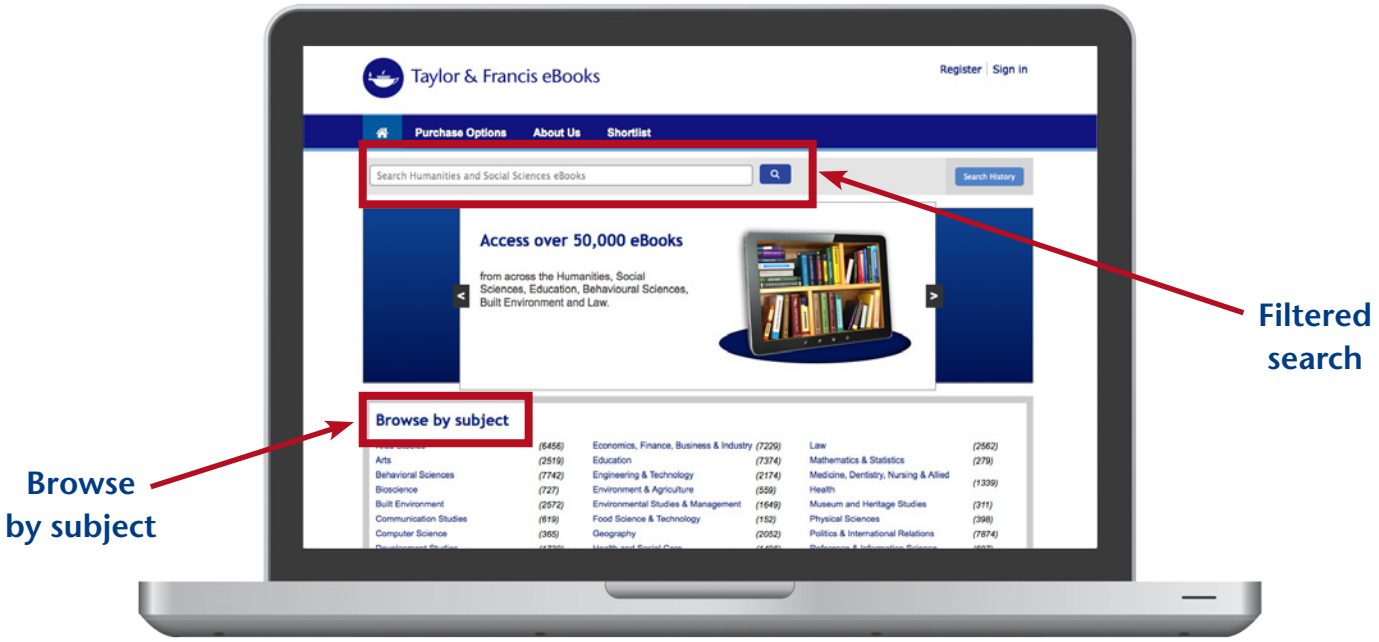
Once registered, the '**Sign In**' option should be selected by inserting your email address and your password. If the password has been forgotten there is a '**Forgot password?**' option.



Finding what you need: **Search**

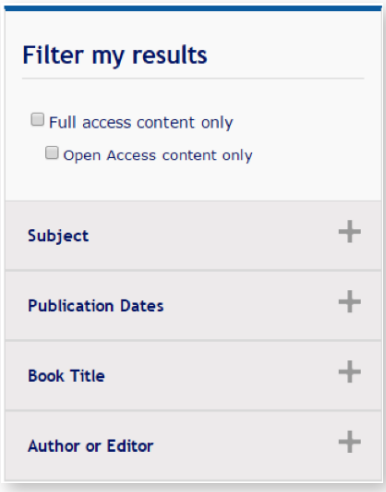
There are two main ways to find content:

- Filtered search, via the main search box
- Browse by subject area



Filtered search

The filtered search field will initially search the full text of a book. So if a word or a string of words is entered, matches will be displayed whether the word(s) appear in the Book Title, Chapter Title or body of the book.



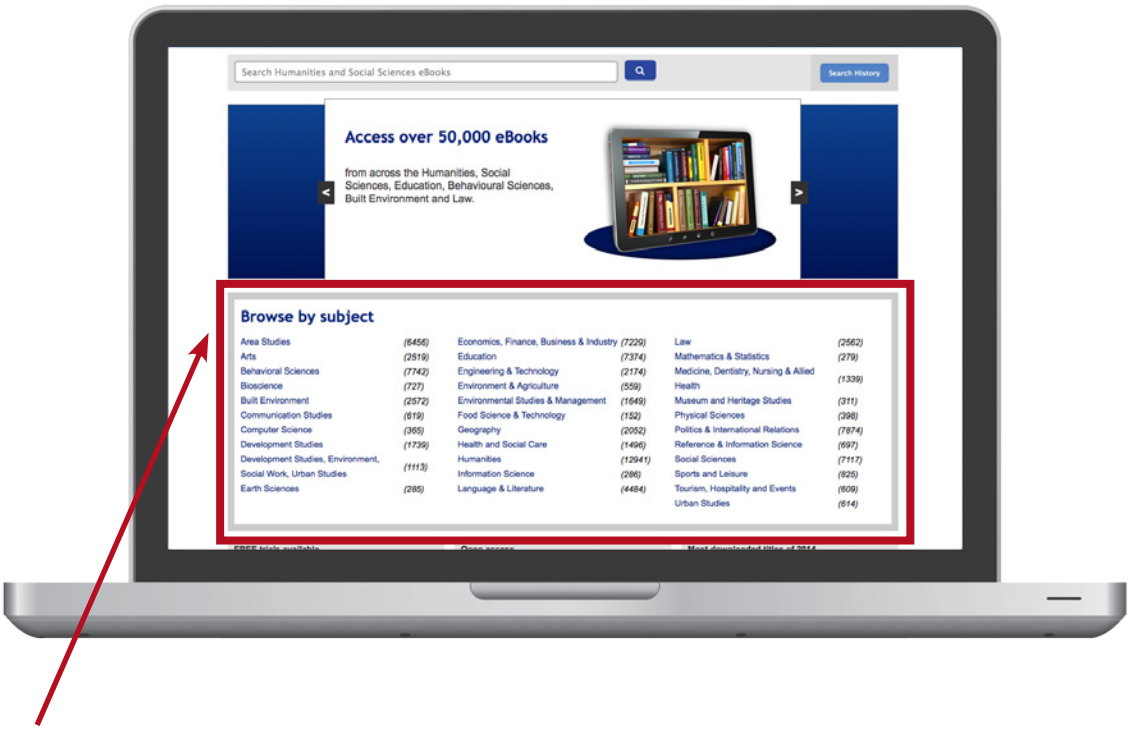
From the initial query, users can then filter their search using a number of facets:

- Search by Access Type (Full Access or Open Access)
- Search by Subject
- Search by Publication Dates
- Search by Book Title
- Search by Author or Editor

Users can of course also perform searches by typing in ISBNs and DOIs.

Browse by subject search

Another navigation option is to 'Browse by subject' from the homepage.


Search Humanities and Social Sciences eBooks
Search History
Access over 50,000 eBooks
from across the Humanities, Social Sciences, Education, Behavioural Sciences, Built Environment and Law.
Browse by subject
Area Studies (6456)
Arts (2519)
Behavioral Sciences (7742)
Bioscience (727)
Built Environment (2572)
Communication Studies (619)
Computer Science (365)
Development Studies (1739)
Development Studies, Environment, Social Work, Urban Studies (1113)
Earth Sciences (285)
Economics, Finance, Business & Industry (7229)
Education (7374)
Engineering & Technology (2174)
Environment & Agriculture (559)
Environmental Studies & Management (1649)
Food Science & Technology (152)
Geography (2052)
Health and Social Care (1496)
Humanities (12941)
Information Science (286)
Language & Literature (4484)
Law (2562)
Mathematics & Statistics (279)
Medicine, Dentistry, Nursing & Allied Health (1339)
Museum and Heritage Studies (311)
Physical Sciences (398)
Politics & International Relations (7874)
Reference & Information Science (697)
Social Sciences (7117)
Sports and Leisure (825)
Tourism, Hospitality and Events (609)
Urban Studies (614)
Browse by subject

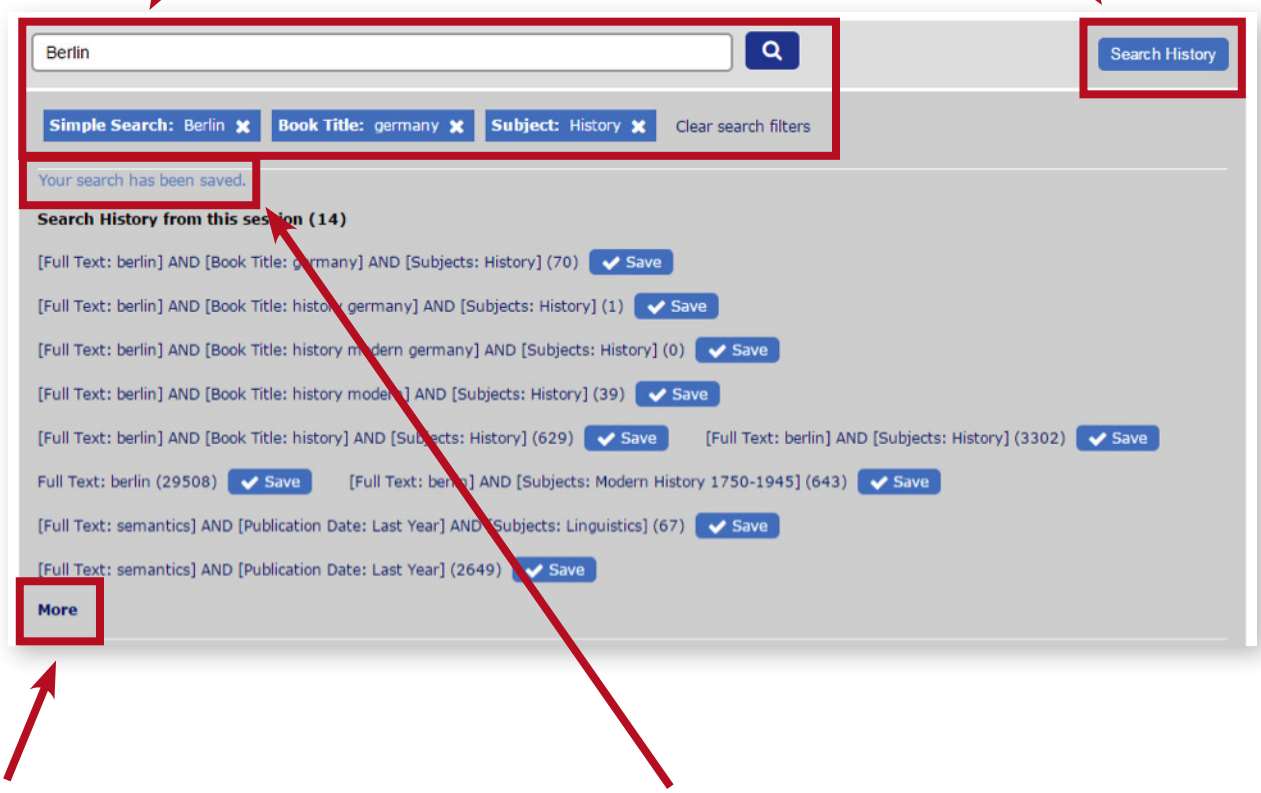
'Browse by subject' search involves simply clicking on the subject area of interest and then applying filters as required on the results page. The number next to each subject area on the Homepage indicates how many titles the user has access to in each area.

Saving Searches

If the same search is going to be run regularly, it is also possible to save the search criteria for later use, rather than having to re-enter the details each time. This function is only available if the user has registered and has a personal log-in.

1. Once logged in, users should enter the search criteria in the search box and run the search. Multiple search filters can be added until the desired search criteria are reached.

2. Users then need to click 'Search History' where a list of recent searches will appear below the search bar.

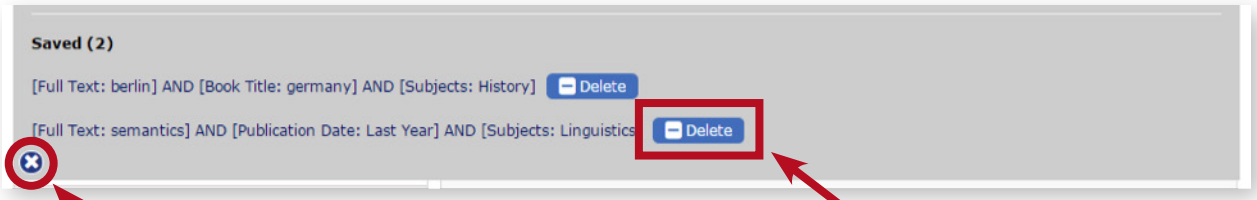

Berlin
Search History
Simple Search: Berlin
Book Title: germany
Subject: History
Clear search filters
Your search has been saved.
Search History from this session (14)
[Full Text: berlin] AND [Book Title: germany] AND [Subjects: History] (70) Save
[Full Text: berlin] AND [Book Title: history germany] AND [Subjects: History] (1) Save
[Full Text: berlin] AND [Book Title: history modern germany] AND [Subjects: History] (0) Save
[Full Text: berlin] AND [Book Title: history modern] AND [Subjects: History] (39) Save
[Full Text: berlin] AND [Book Title: history] AND [Subjects: History] (629) Save
[Full Text: berlin] AND [Subjects: History] (3302) Save
Full Text: berlin (29508) Save
[Full Text: berlin] AND [Subjects: Modern History 1750-1945] (643) Save
[Full Text: semantics] AND [Publication Date: Last Year] AND [Subjects: Linguistics] (67) Save
[Full Text: semantics] AND [Publication Date: Last Year] (2649) Save
More

This panel will show a maximum of 10 recent searches, before giving you the option to scroll down by clicking 'More'.

3. To save any selection of search criteria from this list, select the 'Save' button, and a message saying 'Your search has been saved' will appear at the top of the box for confirmation.

Saved Searches are then visible in the second pane under ‘Saved’, which appears once the ‘Search History’ button is clicked.

To run a previously saved search, click on the search entry and the whole line becomes a hyperlink allowing the user to run the search again.


Saved (2)
[Full Text: berlin] AND [Book Title: germany] AND [Subjects: History]
Delete
[Full Text: semantics] AND [Publication Date: Last Year] AND [Subjects: Linguistics
Delete

The ‘X’ collapses, to reveal the search results themselves.

To remove any of these search strings, click ‘Delete’.

This ‘Search History’ pane can be opened at any time, on any page, allowing the user to easily return back to the content they need at any time.

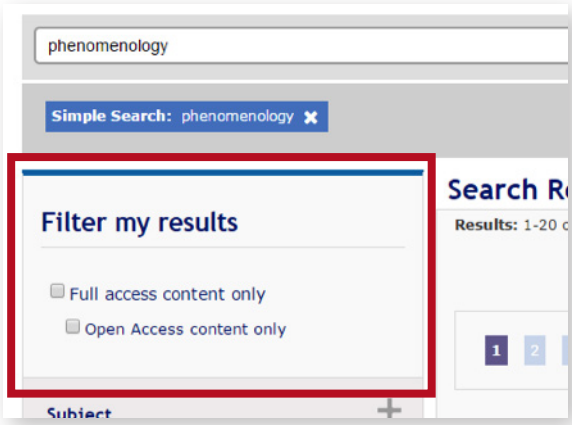
It is possible to receive alerts when new results are identified within a specified search parameter. (The default is to not receive alerts.)

There are further tips on how to achieve even more effective searches here on the site: www.tandfebooks.com/action/doSearch

Accessing an eBook

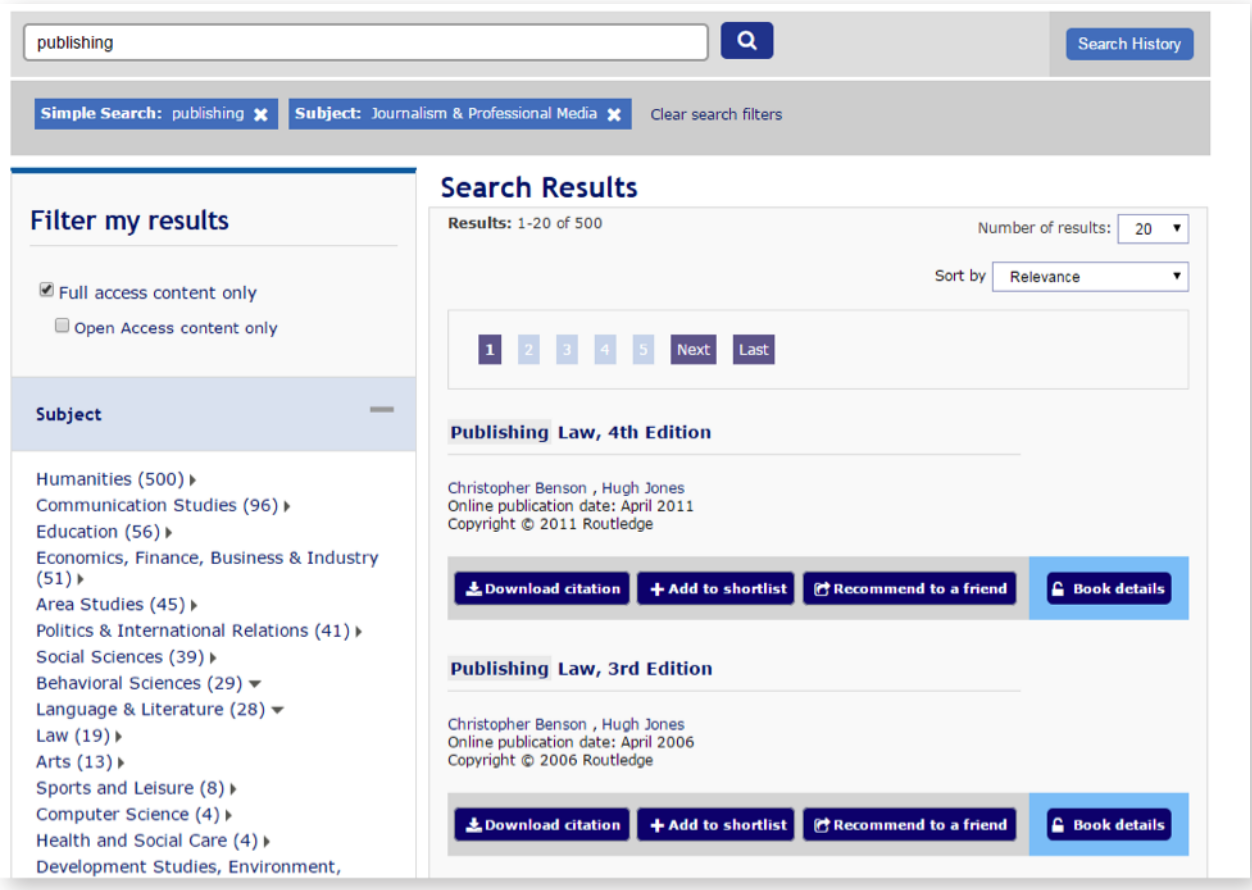
Access types

To help users find the content to which their institution has access, the 'Full Access Content Only' checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution. Similarly, 'Open Access content only' can be checked if solely Open Access content is what is being sought.



In the example below, a search has been carried out by typing 'publishing' as a simple search term, and then adding a 'Journalism and Professional Media' subject filter. These filters can be seen below the search bar.

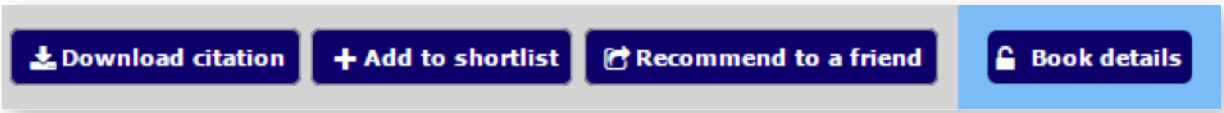
Results will be returned from within the 'Journalism and Professional Media' subject category, where 'publishing' appears anywhere in the book's text.



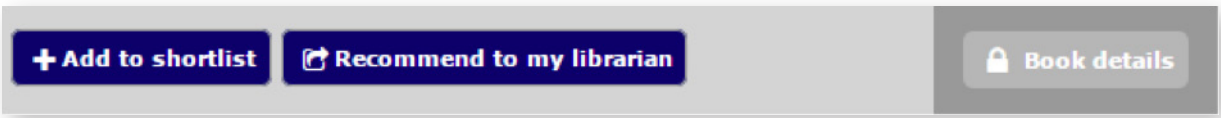
Access indicators

The three access display options are as follows:

1. Titles available to access will have a full blue 'Book details' button with the padlock symbol unlocked.



2. Titles not available to access will show the 'Book details' button greyed out, with a locked padlock symbol.



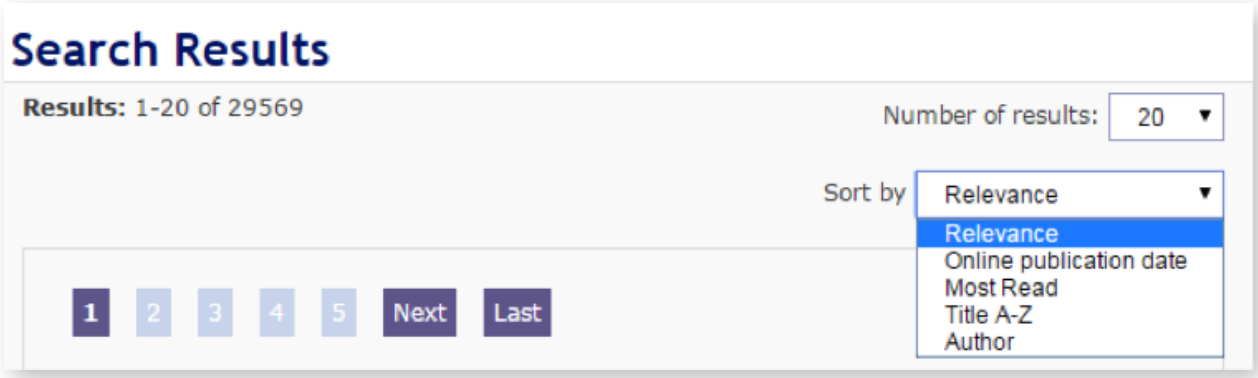
3. Titles available in Open Access will have the same blue 'Book details' button, but also feature the unlocked Open Access symbol and the 'Open Access' label.

As you can see, the 'Download citation' button is not available when the user does not have access to the book in question, but users can still recommend to their librarian or add it to their personal Reading list.

Using the Reading list is discussed on page 17 of this guide.

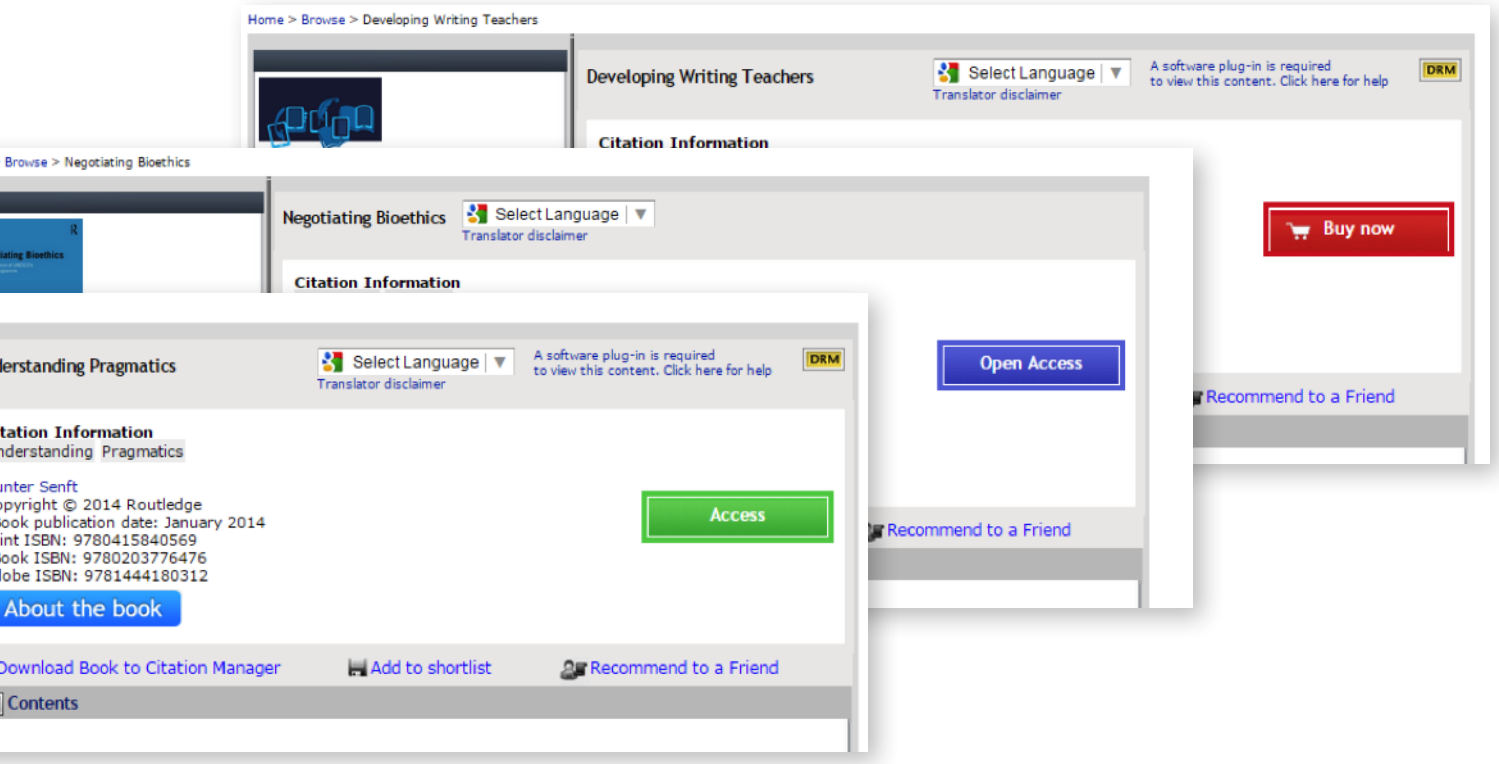
Manipulating search results

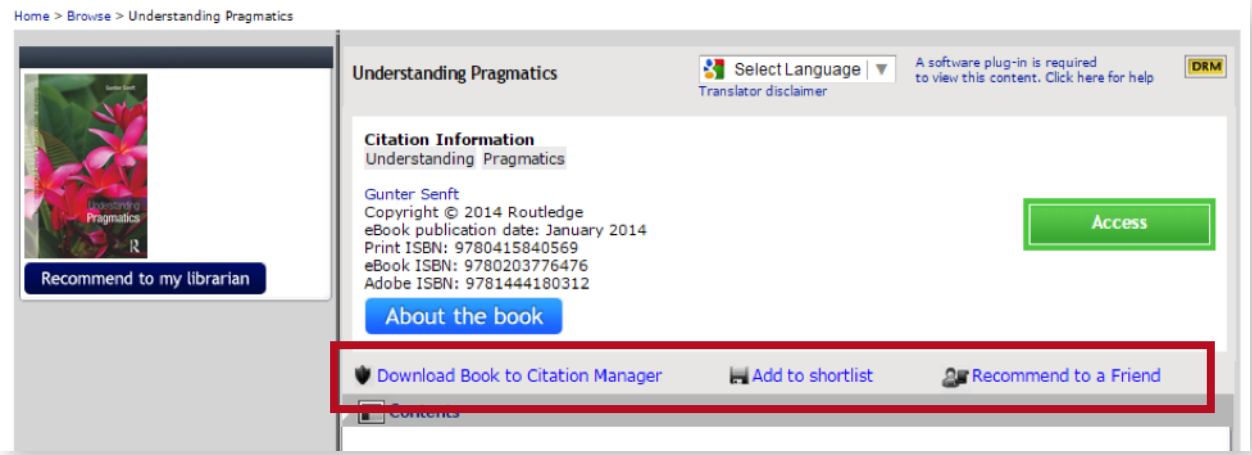
The order of returned search results can be sorted using the 'Sort By' drop down menu, allowing users to rearrange their returned results using the following sorting options: A-Z, author, online publication date, relevancy and most read.



Using an eBook

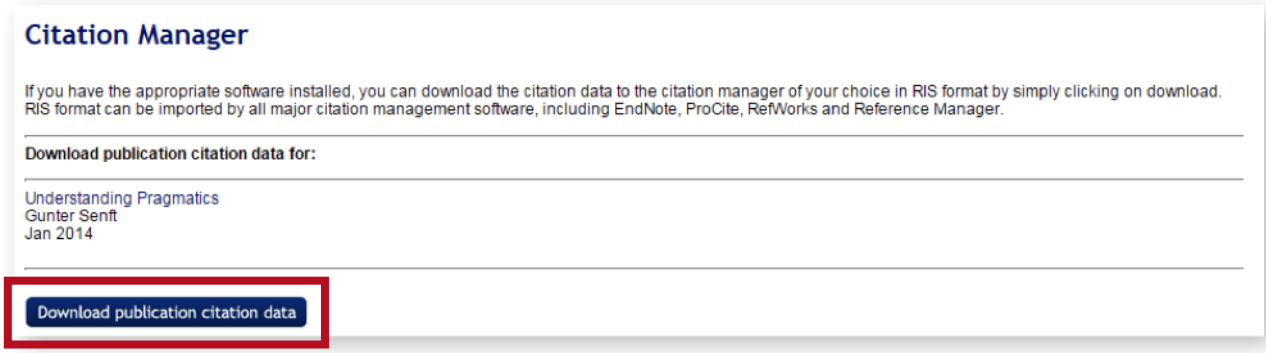
Once a user has navigated to the book page they require, they will be presented with the bibliographic information corresponding to that title, and the option to read it if they have access, or to link out to the Routledge eCommerce website and purchase the title if they do not have access.



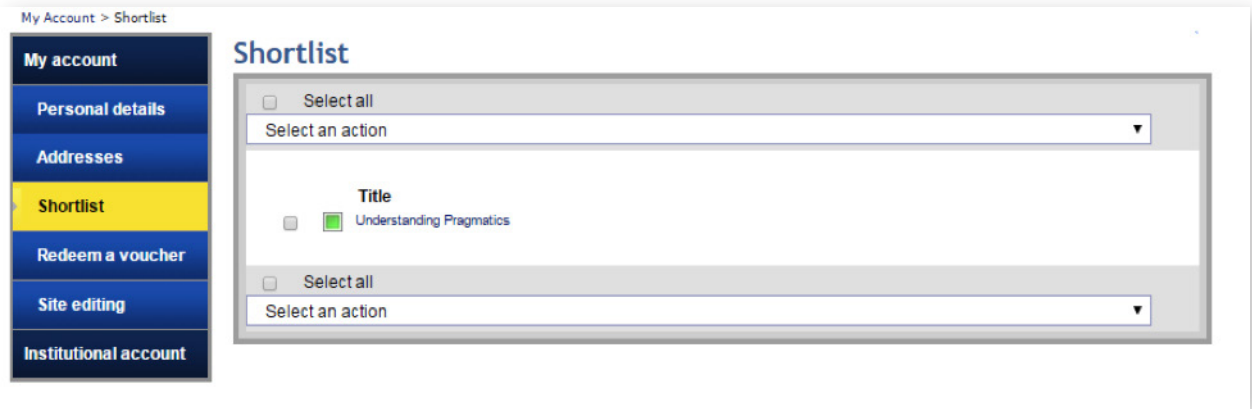


Users can perform the following tasks, as highlighted in the above screenshot:

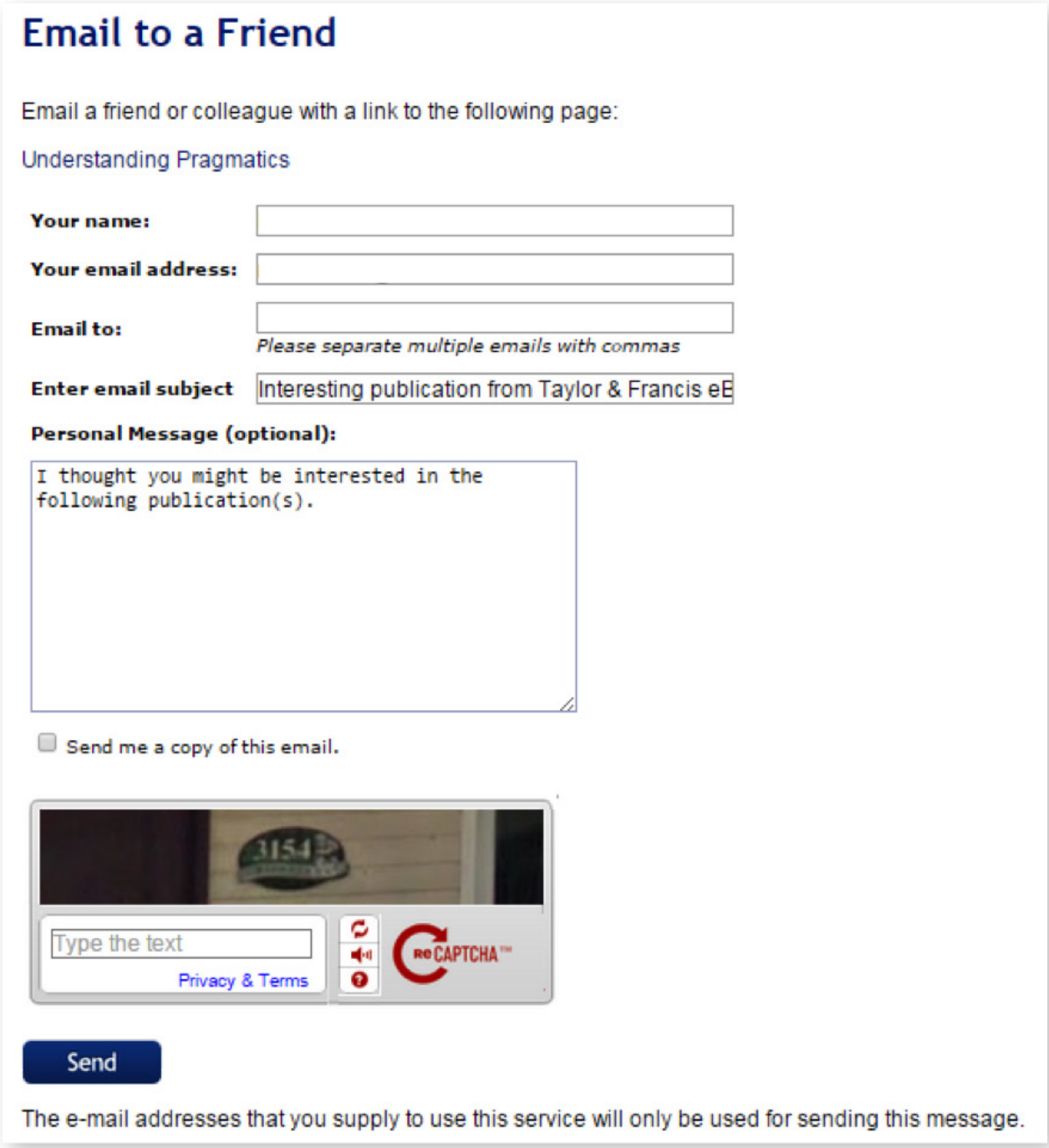
- Download the book to their Citation Manager: downloads an RIS format citation by clicking on 'Download publication citation data' on the page displayed as below. RIS format can be imported by all major citation management software, including EndNote, ProCite, RefWorks and Reference Manager.

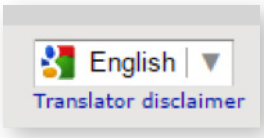

Citation Manager
If you have the appropriate software installed, you can download the citation data to the citation manager of your choice in RIS format by simply clicking on download.
RIS format can be imported by all major citation management software, including EndNote, ProCite, RefWorks and Reference Manager.
Download publication citation data for:
Understanding Pragmatics
Gunter Senft
Jan 2014
Download publication citation data

- Add to their Reading list: adds the book to the user's 'Reading list', where they will see the following display. For more on 'Reading list', see page 17.



- Recommend to a friend: send an email to a friend or colleague about the publication.


Email to a Friend
Email a friend or colleague with a link to the following page:
Understanding Pragmatics
Your name:
Your email address:
Email to:
Please separate multiple emails with commas
Enter email subject
Interesting publication from Taylor & Francis eB
Personal Message (optional):
I thought you might be interested in the following publication(s).
Send me a copy of this email.
Type the text
Privacy & Terms
reCAPTCHA
Send
The e-mail addresses that you supply to use this service will only be used for sending this message.

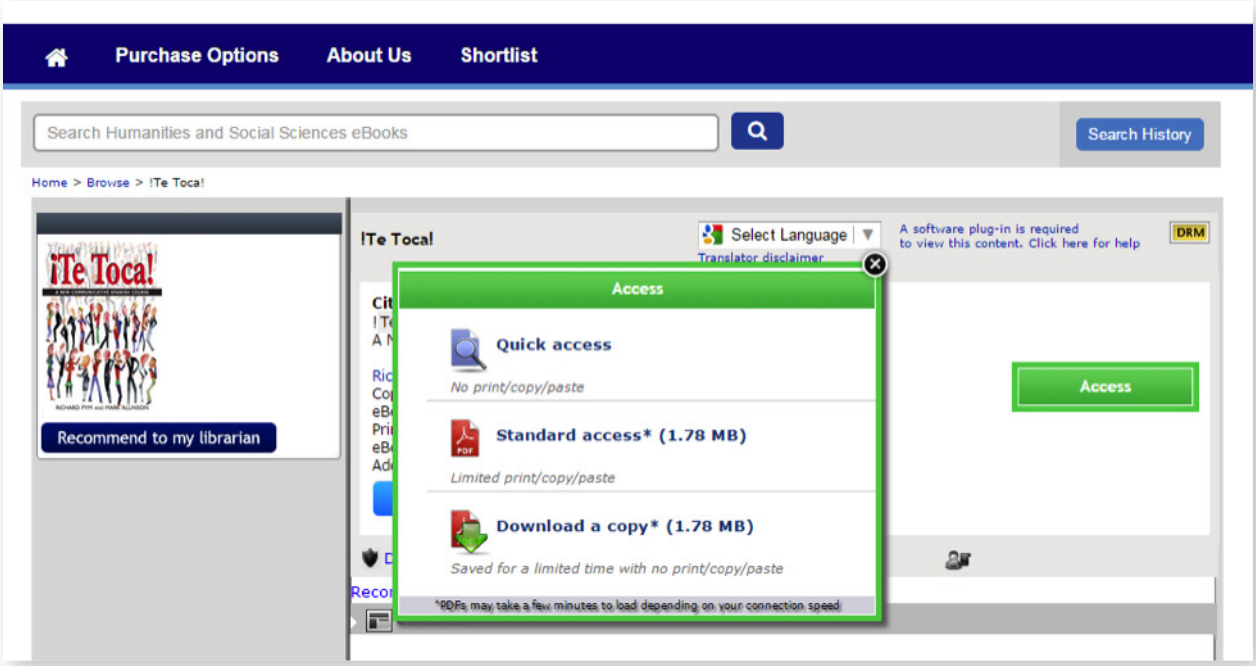


There is also a Google Translate widget which will change the language of the webpage being browsed. The default is English.

Digital Rights Management (DRM)

In response to user feedback, we recently moved to ensure that over 95% of books on www.tandfebooks.com are DRM-free.

In the right hand corner of the book's pane, the icon DRM indicates whether a title is a DRM-Protected or DRM-Free. If the window shows the DRM icon, the book is DRM-Protected; if it doesn't, then the title has no restrictions on simultaneous use, downloading, printing, cutting or pasting.



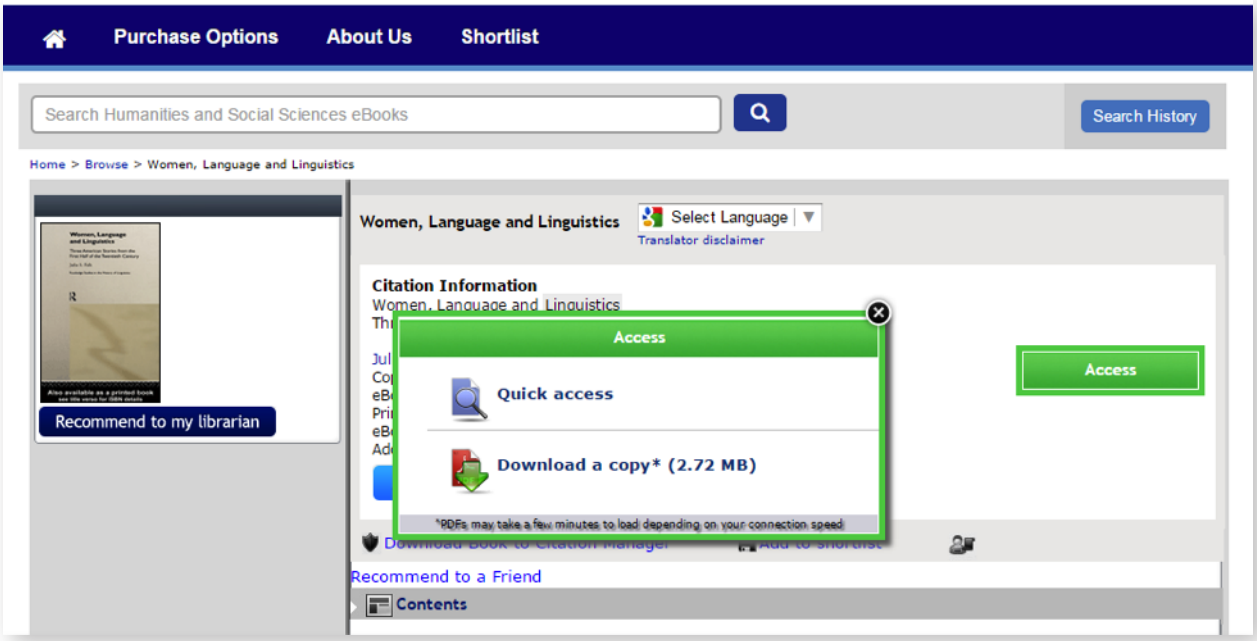
A **DRM-Protected** title the platform offers three access options:

- **Quick Access:** the book is readable online only, fully restricted (no print, copy or paste option). No plug-in is required.
- **Standard access:** installation of the Plug In is required; the book is still readable online, print allowance of 30 pages and 1000 words to copy and paste.
- **Download a copy:** the installation of the Plug-In is required, access offline for 36 hours, fully restricted (no print, copy or paste option). The log off period can be modified on a customer-to-customer basis.

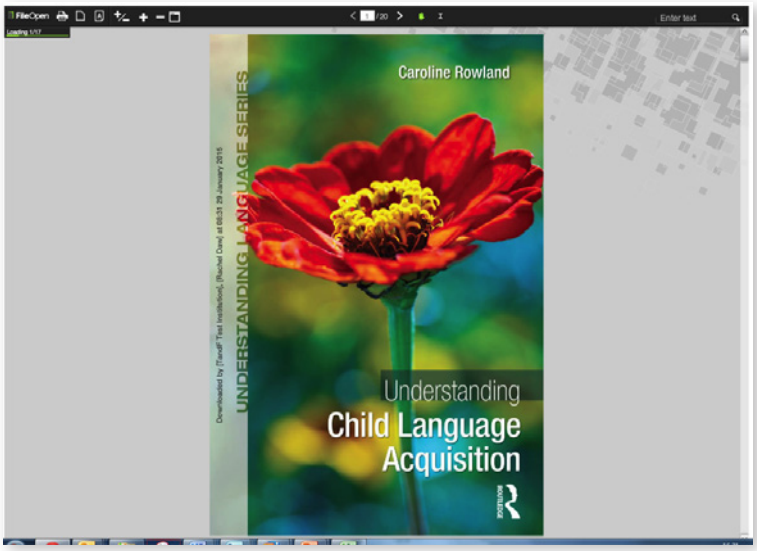
The installation of the Plug In is very easy and intuitive; please follow the instructions at http://plugin.fileopen.com/all.aspx

For **DRM-Free** eBooks the access options are as follows:

- **Quick Access:** the book can be read online.
- **Download a copy:** a copy of the title can be downloaded and accessed offline.

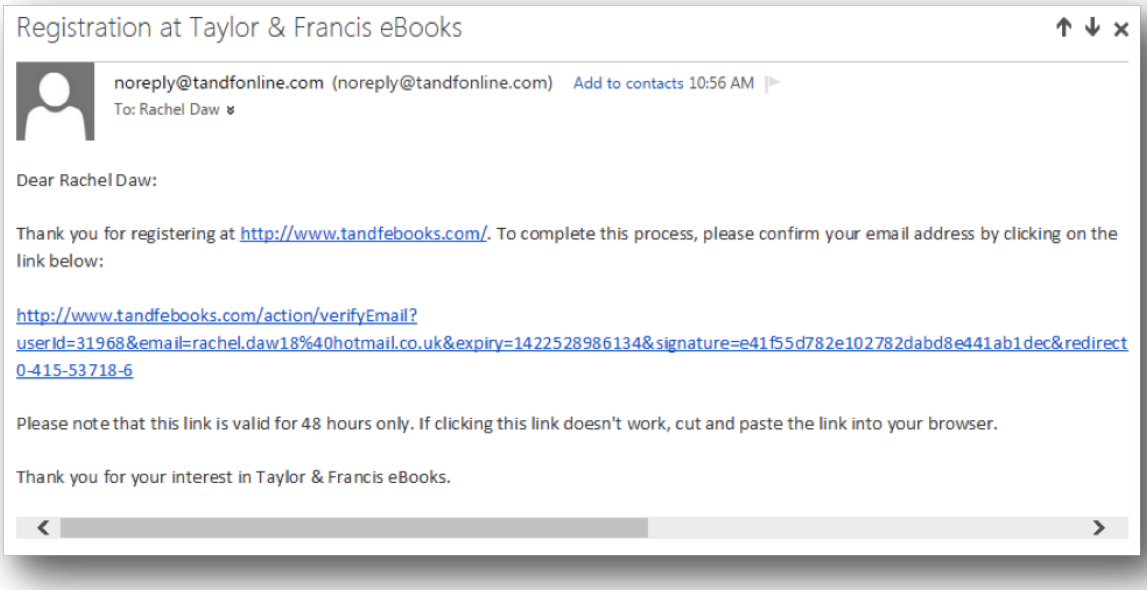


In both cases, once the user has clicked on the preferred option, the content of the title will become available to read in a new window, as below:

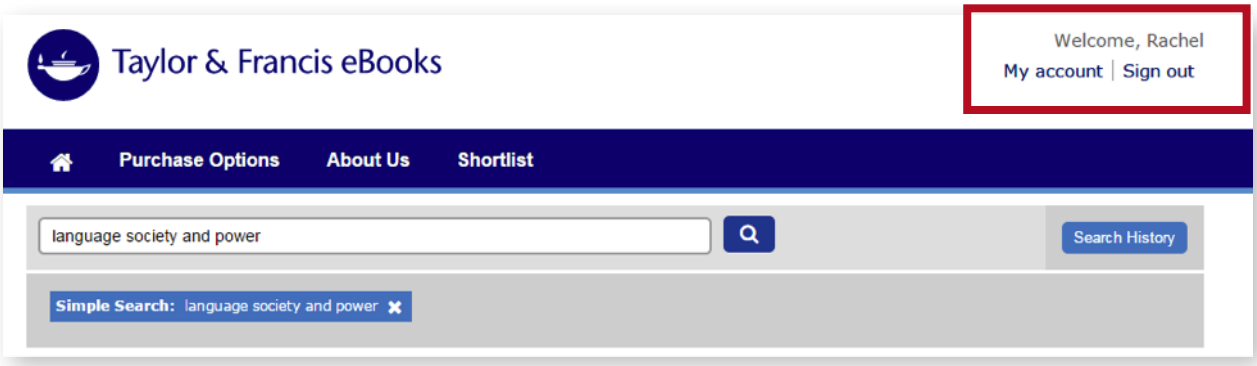


Personalisation Features

Both personal and institutional users have access to additional features when they register on the site. As described at the start of the guide, users sign up using their email address and have to confirm their account via a link sent to their email account, as below.


Registration at Taylor & Francis eBooks
noreply@tandfonline.com (noreply@tandfonline.com) Add to contacts 10:56 AM
To: Rachel Daw
Dear Rachel Daw:
Thank you for registering at http://www.tandfebooks.com/. To complete this process, please confirm your email address by clicking on the link below:
http://www.tandfebooks.com/action/verifyEmail?userId=31968&email=rachel.daw18%40hotmail.co.uk&expiry=1422528986134&signature=e41f55d782e102782dabd8e441ab1dec&redirect
0-415-53718-6
Please note that this link is valid for 48 hours only. If clicking this link doesn't work, cut and paste the link into your browser.
Thank you for your interest in Taylor & Francis eBooks.

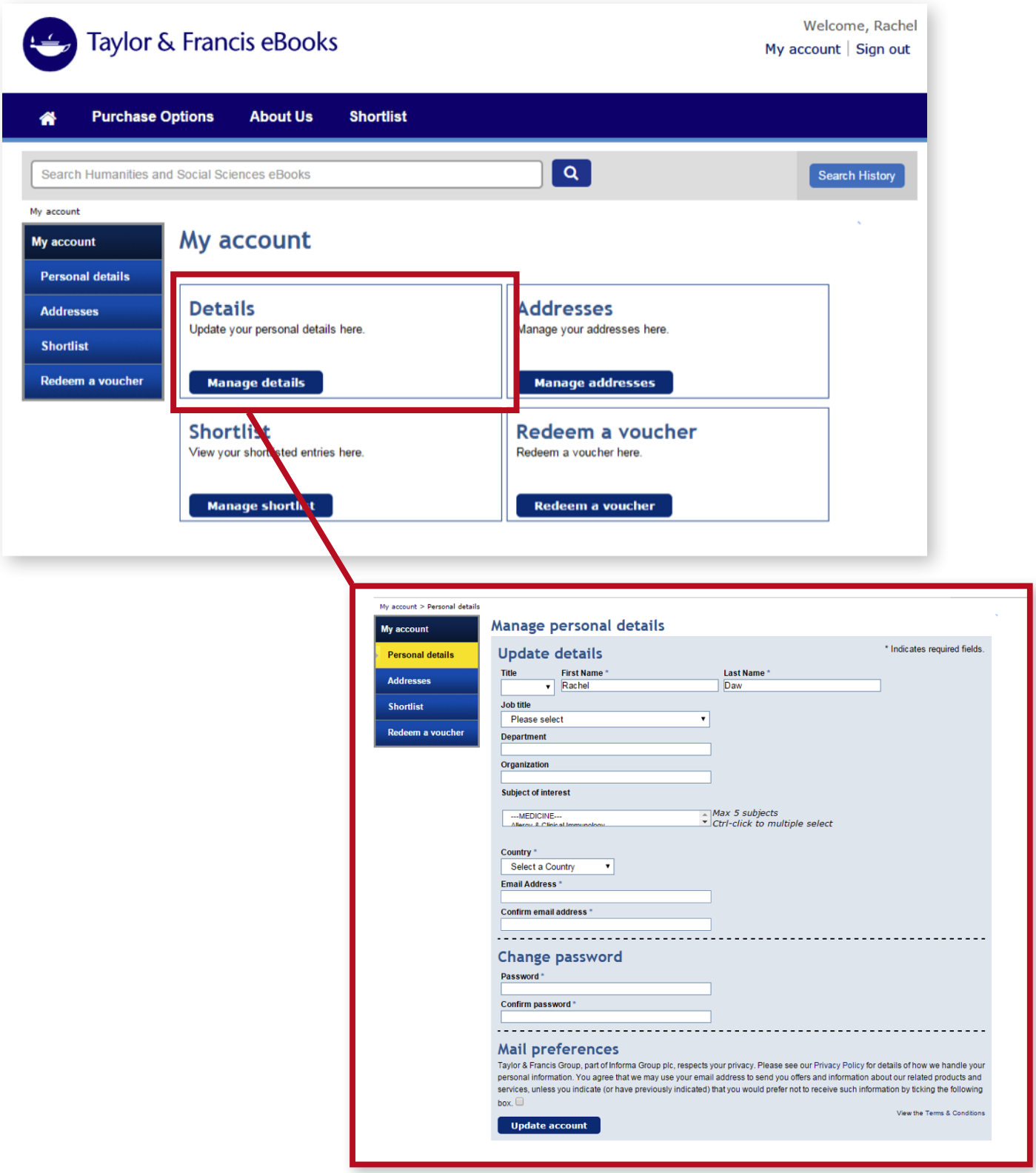
The 'My account' button directs the user to their personal page:



From this area it is possible to update personal contact details such as Name, Email Address, Organisation Address, change a password and managing shortlisted books.

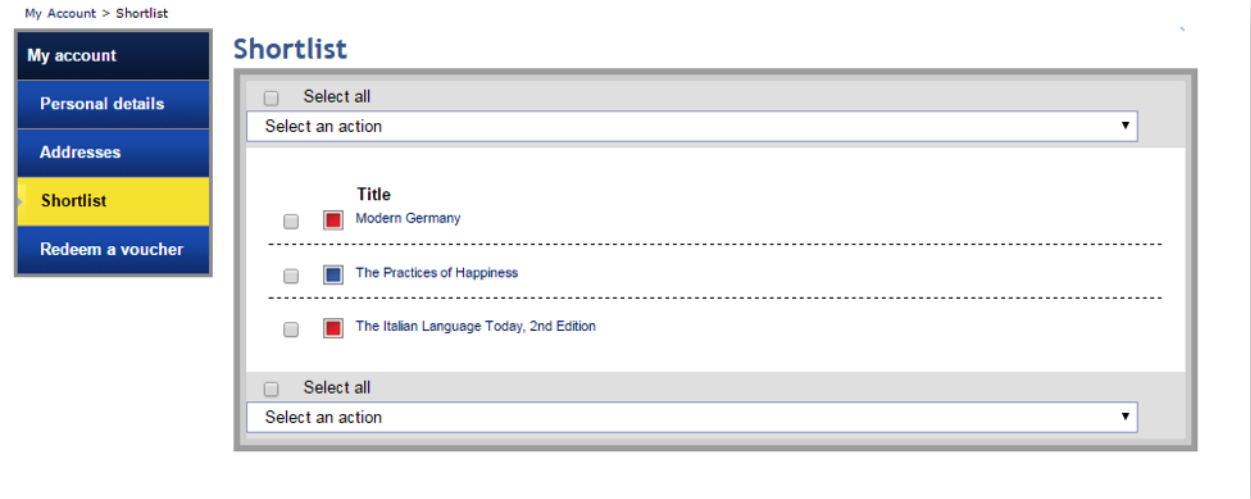
Changing personal details

To edit contact information, users should click on 'Details' and fill in the form, clicking 'Update account' when complete.



Reading list

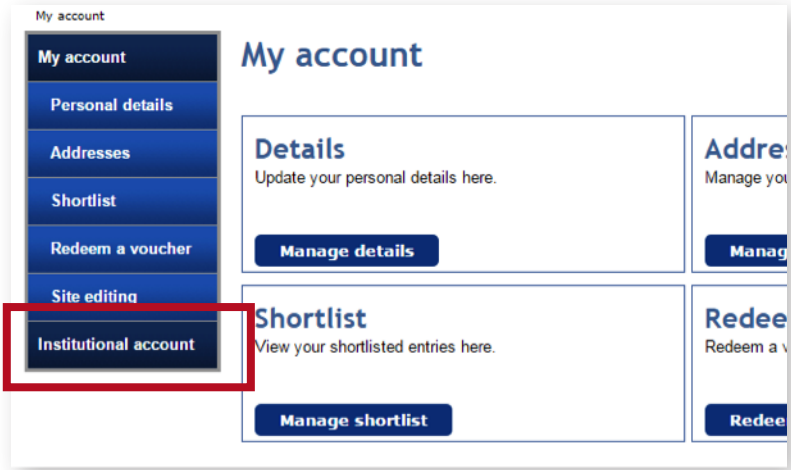
The 'Reading list' tab is available for all registered users (whether institutional or individual) and displays the titles for which the 'Add to Reading list' button has been selected on the book page. Items will remain here until the user removes them.



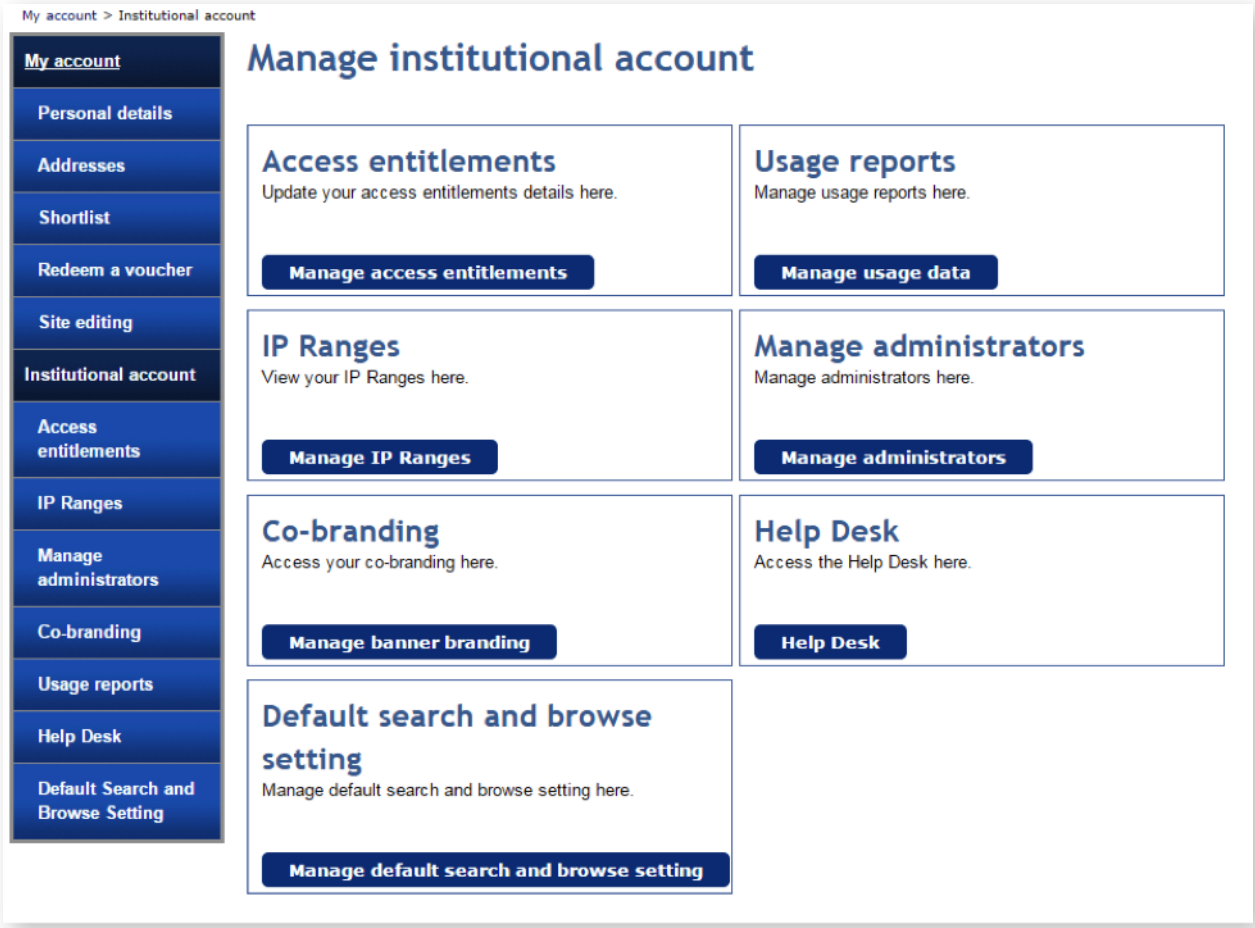
Here, the access levels are indicated as follows, with 'free' equating to 'Open Access':

Administrator Access

Administrator access is a higher level of access given only to the administrators of the account who are able to search/access the content, and also have the right to personalise the platform for their institution, download usage statistics and manage IP addresses. This can be done through the 'Institutional account' area (only available when using Administrator accounts) on the 'My Account' button.



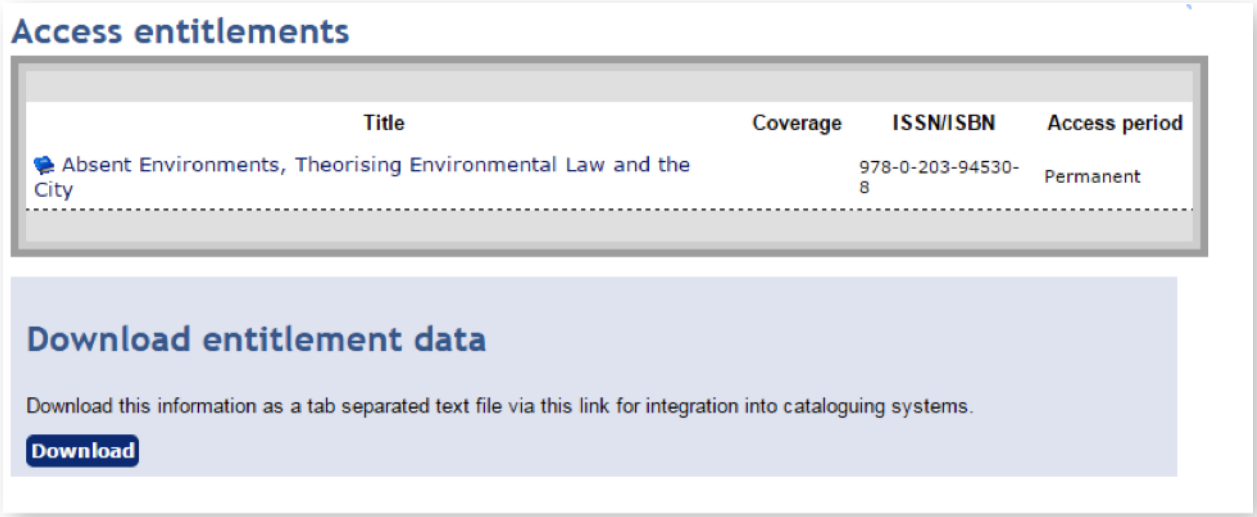
The 'Institutional account' area contains seven sub-sections, as seen below:



Access Entitlements

This area is where the administrator can find all the titles the institution has access to, as below:

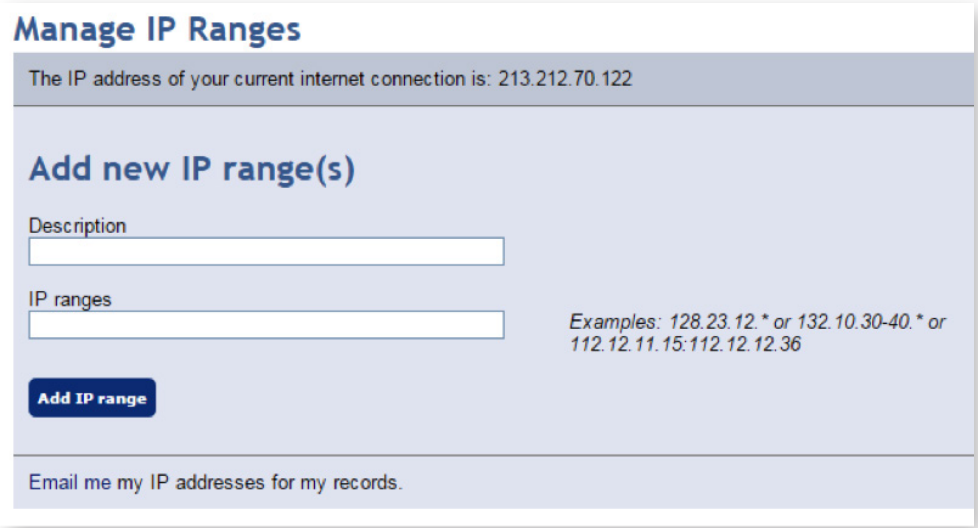
[NB: in this particular example, the screenshot is from a test institution, which is why only one title is displayed.]



IP Range

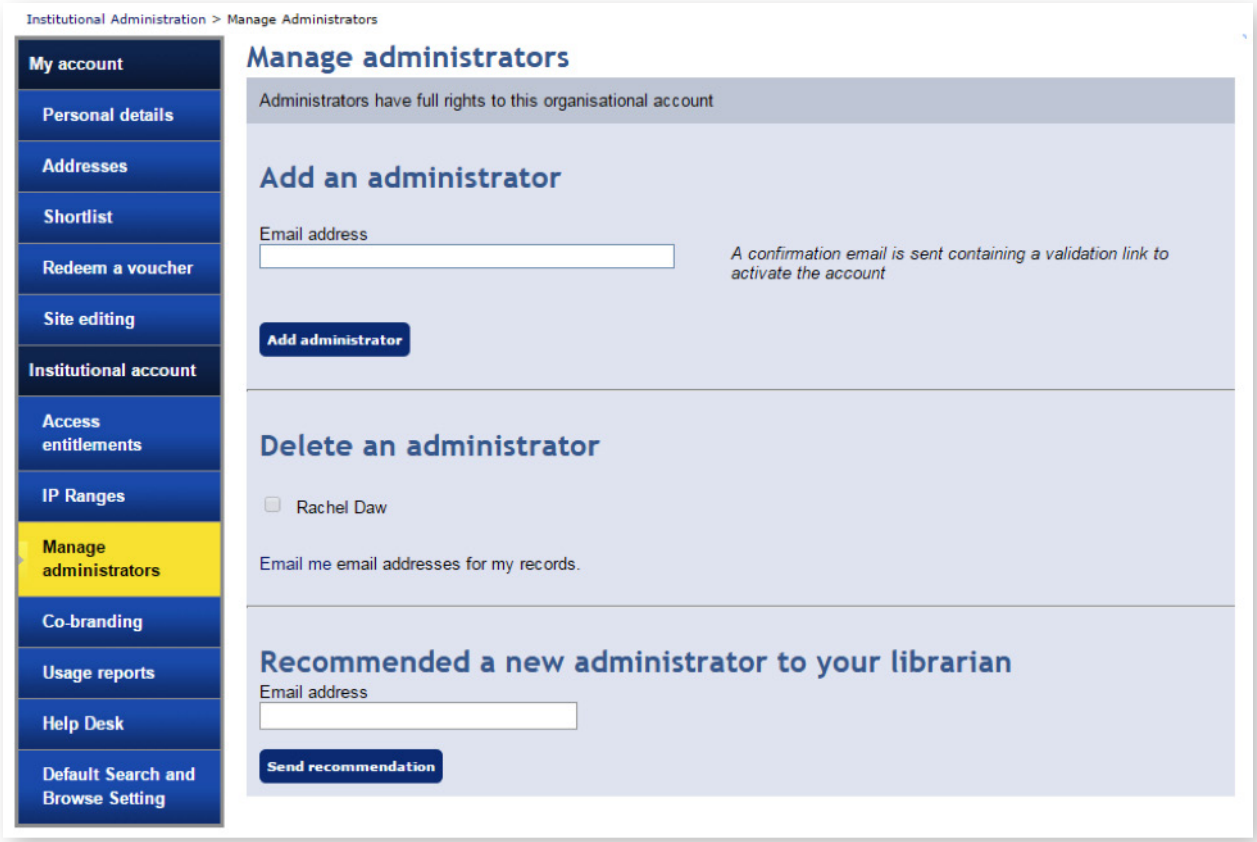
Administrators can:

- See the IP range(s) currently assigned to their institution
- Email this IP range to themselves by clicking the hyperlinked 'Email me'
- Add new IP ranges


Manage IP Ranges
The IP address of your current internet connection is: 213.212.70.122
Add new IP range(s)
Description
IP ranges
Examples: 128.23.12.* or 132.10.30-40.* or 112.12.11.15:112.12.12.36
Add IP range
Email me my IP addresses for my records.

Manage Administrators

On this tab, administrators can be added or recommended.

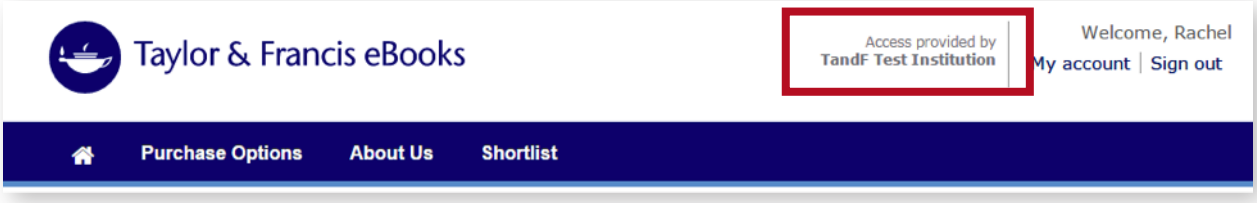


Co-branding

On this tab, the administrator can personalise the platform by changing the banner text in the headers, or by adding the logo of the university.

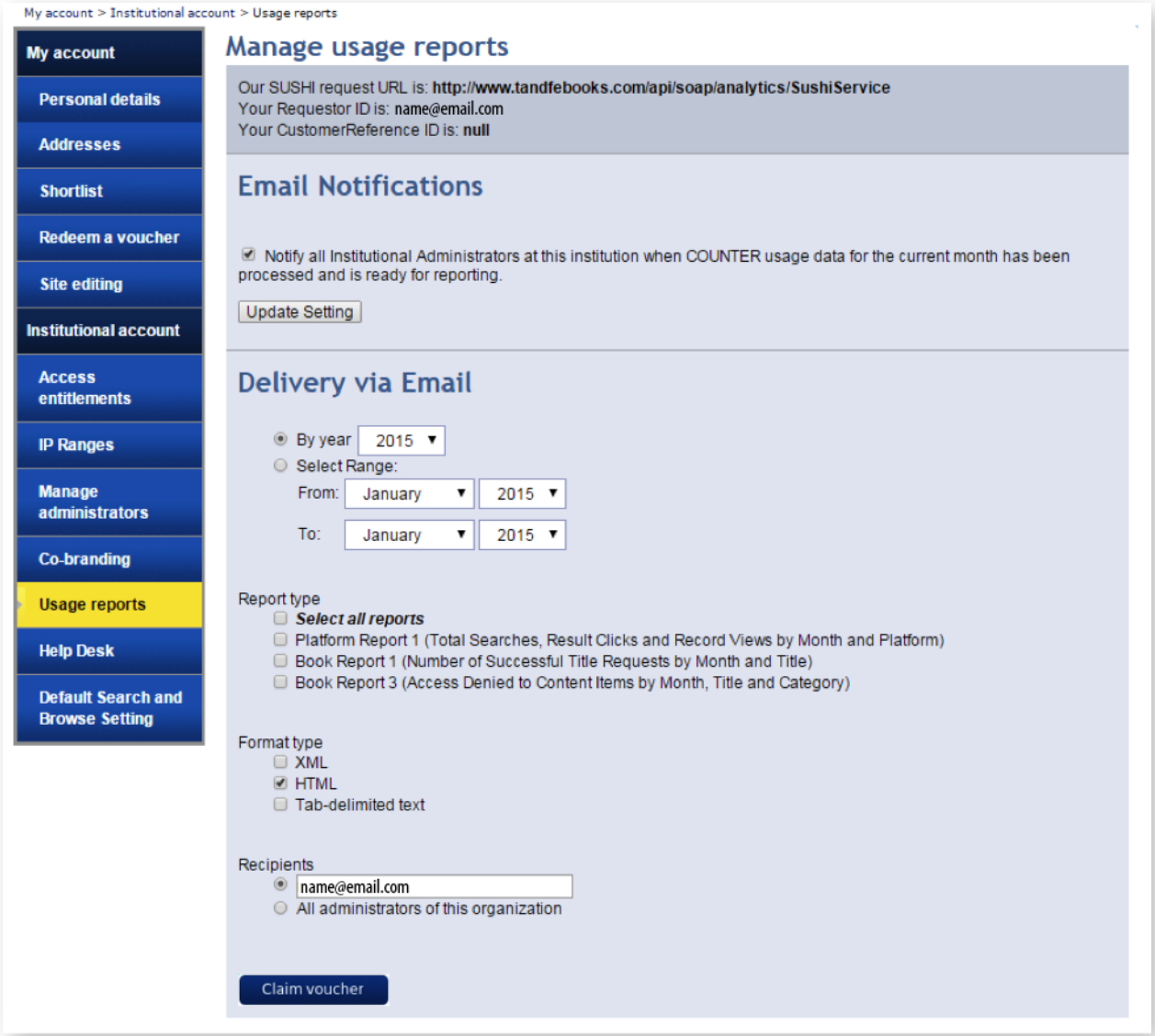
In the example below, a Taylor and Francis test institution can be seen in the top right-hand corner (although there is no logo.)

NB: The uploaded image must be 65 x 65 pixels as a maximum size.



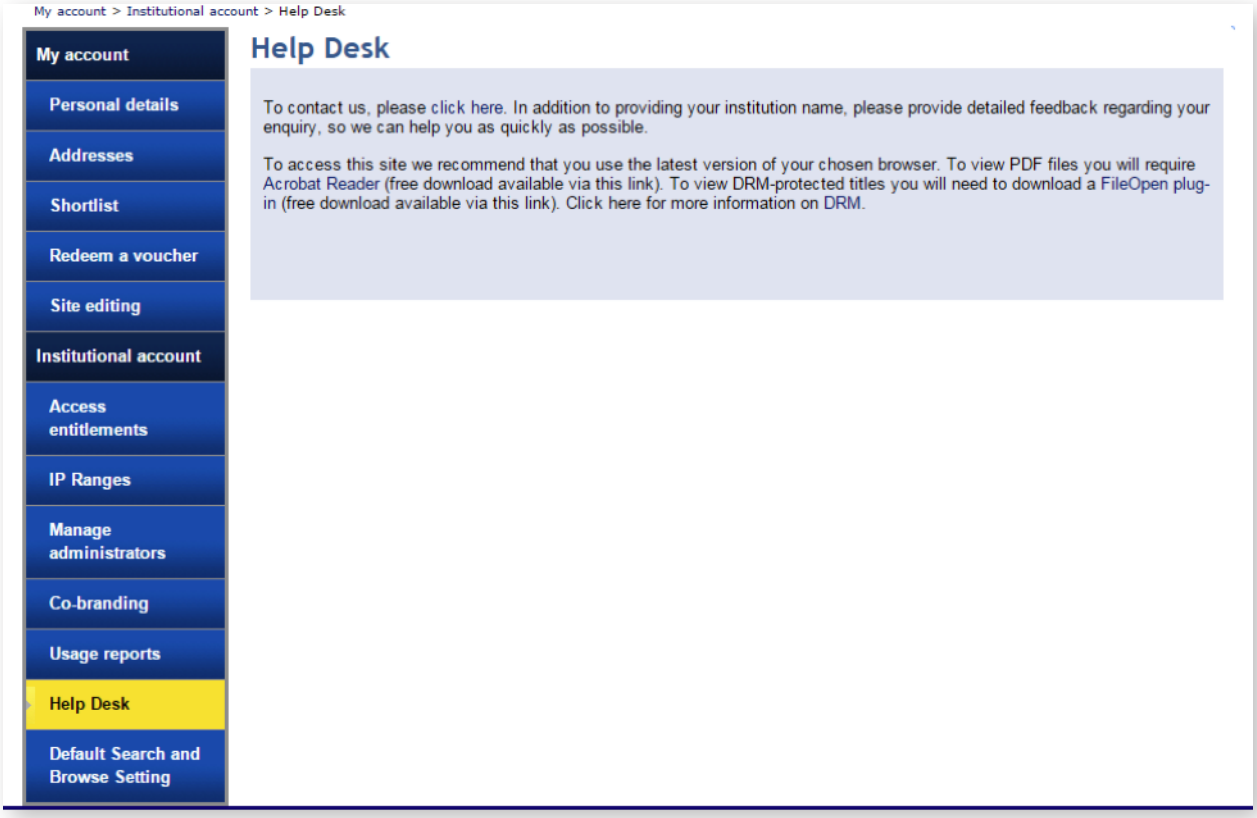
Usage Statistics

Administrators can use this section to retrieve usage statistics.



Help Desk

This area includes the details of our Customer Service department in case administrators ever need to contact us.


My account > Institutional account > Help Desk
My account
Personal details
Addresses
Shortlist
Redeem a voucher
Site editing
Institutional account
Access entitlements
IP Ranges
Manage administrators
Co-branding
Usage reports
Help Desk
Default Search and Browse Setting
Help Desk
To contact us, please click here. In addition to providing your institution name, please provide detailed feedback regarding your enquiry, so we can help you as quickly as possible.
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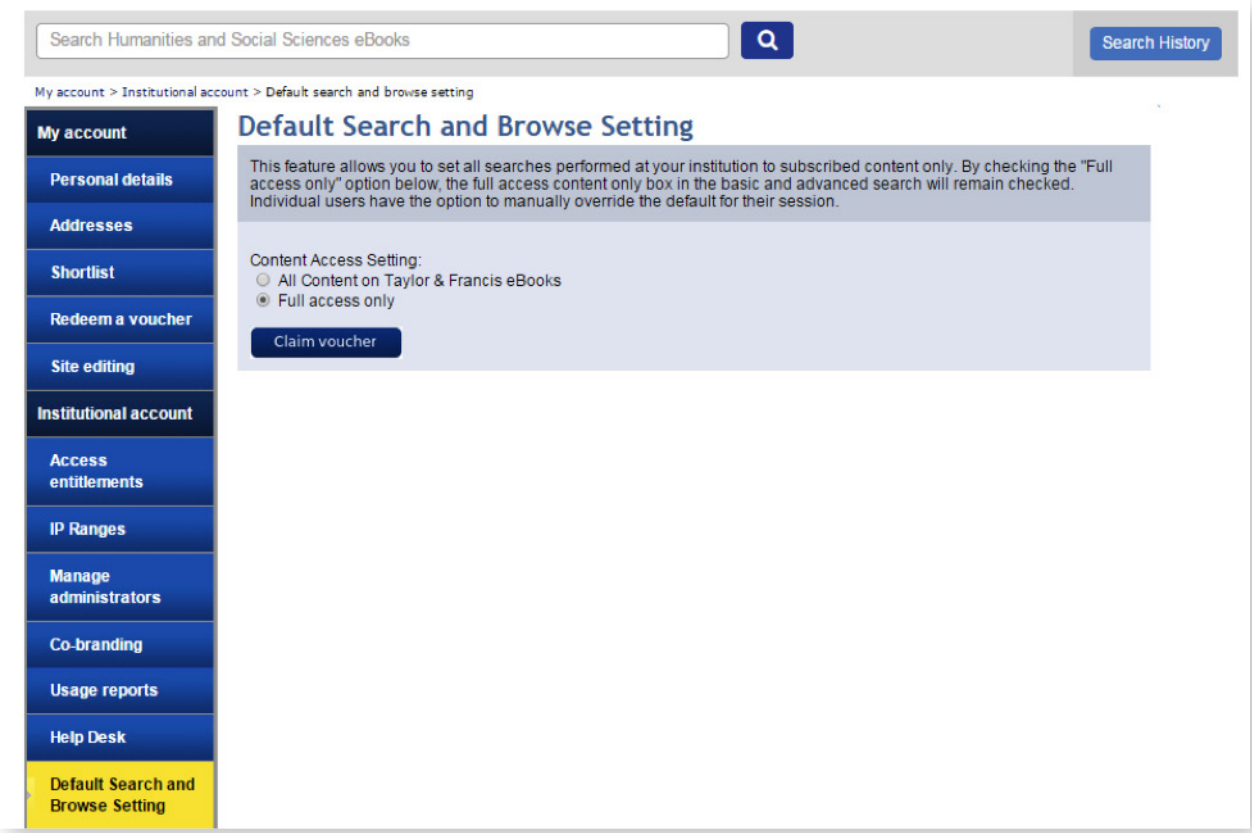
Default Search/Browse Setting

On this page, administrators can decide whether the 'Full Access Content Only Button' should be ticked by default for their institution.


Search Humanities and Social Sciences eBooks
Search History
My account > Institutional account > Default search and browse setting
My account
Personal details
Addresses
Shortlist
Redeem a voucher
Site editing
Institutional account
Access entitlements
IP Ranges
Manage administrators
Co-branding
Usage reports
Help Desk
Default Search and Browse Setting
Default Search and Browse Setting
This feature allows you to set all searches performed at your institution to subscribed content only. By checking the "Full access only" option below, the full access content only box in the basic and advanced search will remain checked. Individual users have the option to manually override the default for their session.
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Frequently Asked Questions

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